National Aeronautics and
Space Administration

Ames Research Center
Moffett Field, CA 94035-1000

September 13, 2006

2006 FISCAL YEAR-END BULLETIN #10a

TO: Distribution

FROM: Code C Fiscal Year-End/New Year Start Up Team

SUBJECT: Policy for Emergency Purchases

SAP will be shut down from September 30, 2006 to November 13, 2006. Before September 30, any Purchase Card Holder who plans on making a purchase during the SAP system shutdown period **must** secure funding in advance by creating an Order Log in the Bank Card (PCard) system for any anticipated purchases placed through November 13. Any purchases made without first creating an Order Log in the PCard system will require a ratification action in order to justify and fund the purchase.

SAP Purchase Requisitions (PRs) should be obligated in SAP to forward fund existing procurements. Any purchases made without first creating an SAP Purchase Order will require a ratification action in order to justify and fund the purchase.

If emergency procurements or contract modifications are required during the outage period that begins October 1, 2006, a written request should be prepared and submitted to the Chief Financial Officer and the Procurement Officer for approval. The request must include a written justification showing the project or program, vendor or contractor, contract number (if applicable), funding information, and impact if the procurement is not executed before Fiscal Year 2007 (FY07) operations begin on November 13, 2006.

<u>Emergency Purchase Requisitions</u>

Requisitioner must submit the request letter along with a completed hard copy Purchase Request/Purchase Order (ARC 31) to the CFO and Procurement Officer for approval through their Branch management, Division Management, Resource Executive, and Financial Management Division. The Financial Reporting Branch (CFR) will certify funds availability before forwarding on to the CFO and Procurement Officer. Once approved, the entire package will be sent to Code JA to create the purchase order and obligation.

The SAP Requisitioner for the requesting organization will retain a copy of the approved ARC 31 form for entry into when the system opens for FY07 operations on November 13.

The SAP Requisitioner will have one business day to create and save the Purchase Requisition in SAP.

Emergency BankCard Purchases

The Purchase Card Holder must submit the request letter along with a completed hard copy Purchase Request/Purchase Order (ARC 31) to the CFO and Procurement Officer for approval through their Branch management, Division Management, Resource Executive, and Financial Management Division. The Financial Reporting Branch (CFR) will certify funds availability before forwarding on to the CFO and Procurement Officer.

The Purchase Card Holder will retain a copy of the approved ARC 31 form for entry into the PCard system when the system reopens for FY07 operations on November 13. The Purchase Card Holder will have one business day to create an order log in PCard. Commitments in PCard can only be made when the SAP system is operational. NOTE: the Fund Center field does not exist on the ARC 31 form. The Fund Center is derived from the WBS element, with a "21-" as a prefix to the first 6 digits of the WBS element.

Please contact My Baillie at 4-0106 or My.H.Baillie@nasa.gov if you have any questions. This Bulletin is also available at http://cfo.arc.nasa.gov/fye.html.

Original Signed By
Code C Fiscal Year-End/New Year Start Up Team

Distribution
Code C
Requisitioners
Purchase Card Holders